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Attachment 2

SUGGESTED PLAN FOR DECENTRALIZED
MICROFILMING OF INACTIVE FILES

1. RESOURCES:

a. Equipment

(1) There are approximately 27 cameras in the Headquarters area which are suitable for production of roll microfilm from inactive files. Many of them are not fully committed and could be used to absorb some of this workload. PSD, for example, has seven portable planetary cameras which are immediately available for work of this nature. The actual number of planetaries and rotaries required cannot be determined until a schedule is established and the files are examined.

(2) A newly installed high-speed film processor (50 feet/minute) at PSD can accommodate the entire annual requirement of 6,000 rolls with ease. In addition, processors at NPIC and CRS are suitable for emergency backup.

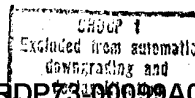
b. Program Administration

The Records Management Officers, with assistance from the Records Management Branch, SSS-DD/S, are now managing the retirement of hard copy files and the filming of vital materials. They are also the logical group to administer and coordinate the program of filming of inactive files.

c. Technical Supervision/Guidance/Assistance/Training

PSD has provided this service for many years to various components including overseas stations. In addition, CRS, RID and NPIC have similar expertise. Some 45 personnel in the Agency are engaged in microfilm operations, in addition to the systems analysts and managerial types.

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d. Operating Personnel

For this task the requirement has been estimated at 22 people. This plan suggests that the workload be shared by the 45 microform operating personnel and the approximate [REDACTED] clerical personnel now maintaining the files from which portions are periodically becoming inactive. On-site procedural training would be necessary for the clerical personnel for the microfilming in some cases.

2. TASKS AND RESPONSIBILITIES: The following is a preliminary outline of the principal tasks required to execute this plan.

<u>Action</u>	<u>Responsibility</u>
a. Establish criteria for filming based on:	RMB with OL/PSD
(1) Retention period;	
(2) Activity rate;	
(3) Suitability for roll microfilm.	
b. Develop and establish standard specifications for microfilm quality and format:	PSD with other labs
(1) Density	
(2) Resolution	
(3) Image reduction	
(4) Image orientation	
(5) Need for duping and printing	
c. Develop and establish overall indexing procedure in accordance with DD/S objectives.	RMB

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d. Analysis of individual files to establish:

RMO
with PSD
assistance

- (1) Date of retirement
- (2) Retention period
- (3) Volume of file
- (4) Specific indexing procedures
- (5) Procedures for file preparation and format
- (6) Schedule for filming
- (7) Manpower and equipment required.

e. Identify operating personnel for the job and equipment. Commence filming.

RMO
File custodian,
PSD

f. Processing and technical inspection of film.

PSD

g. Film inspection for omitted pages.

Filming team

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